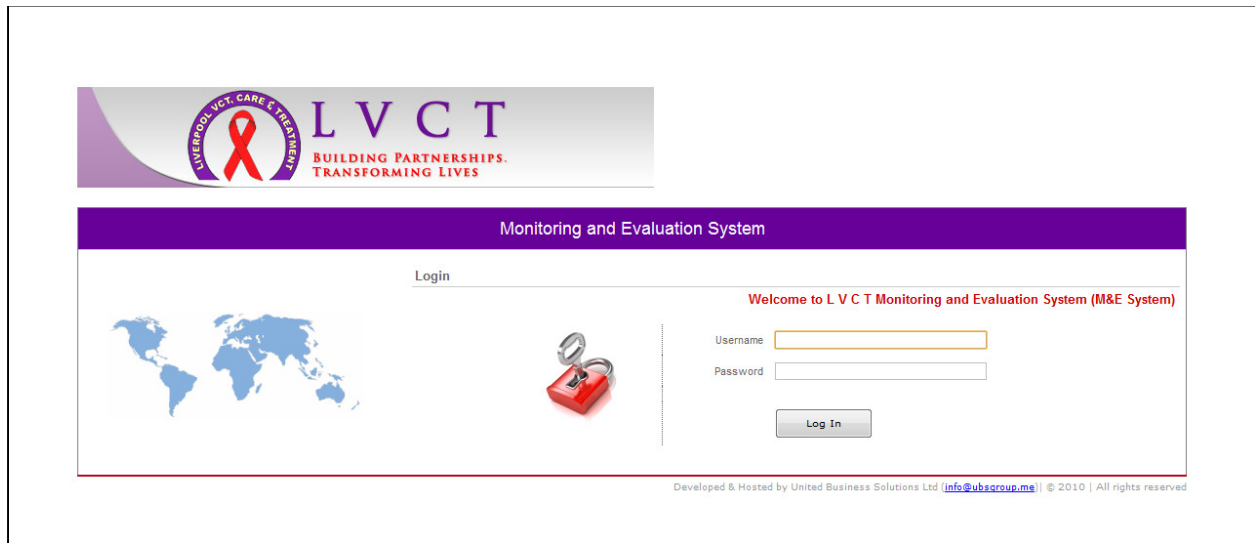
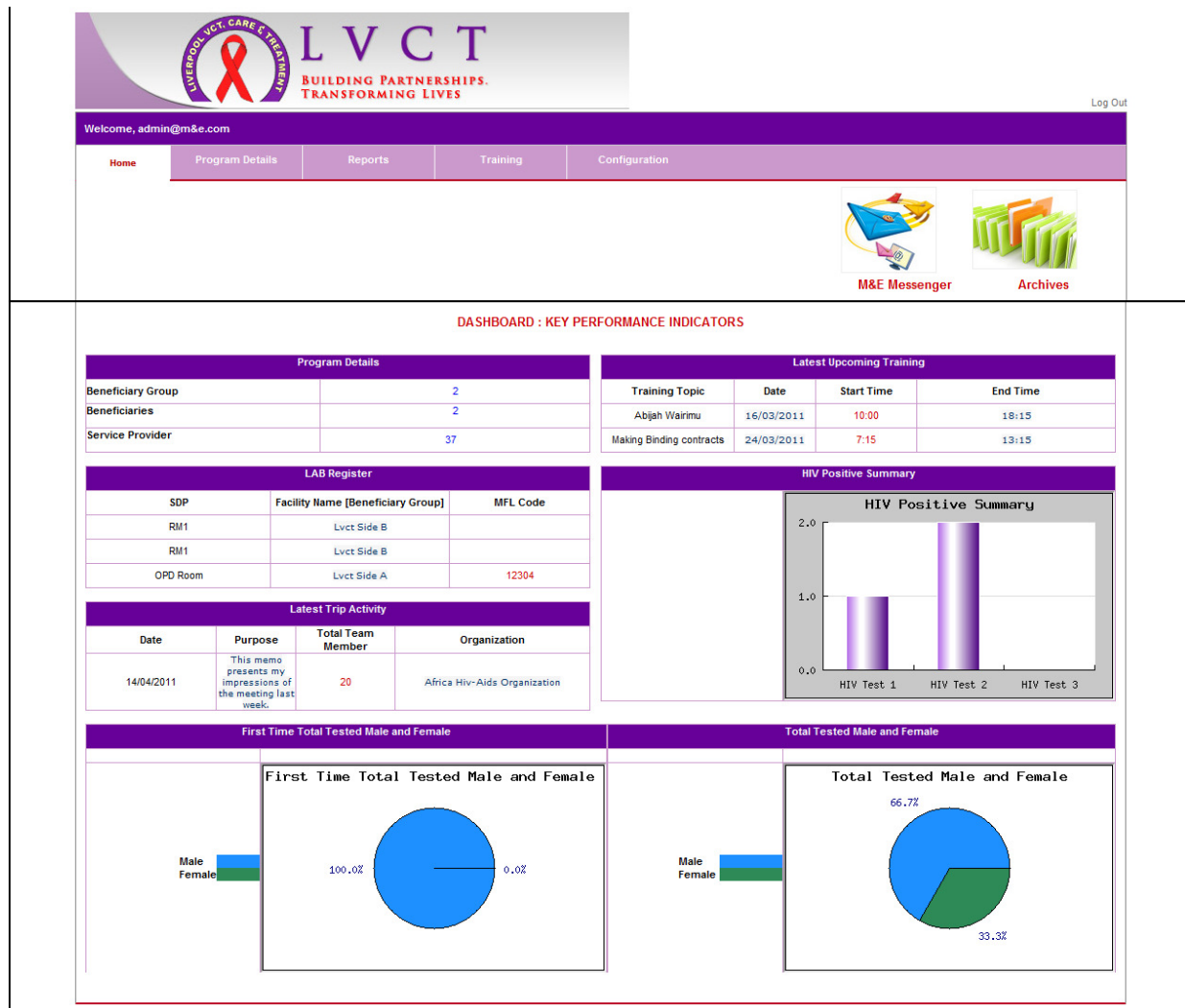


Liverpool VCT Monitoring and Evaluation System – User Manual



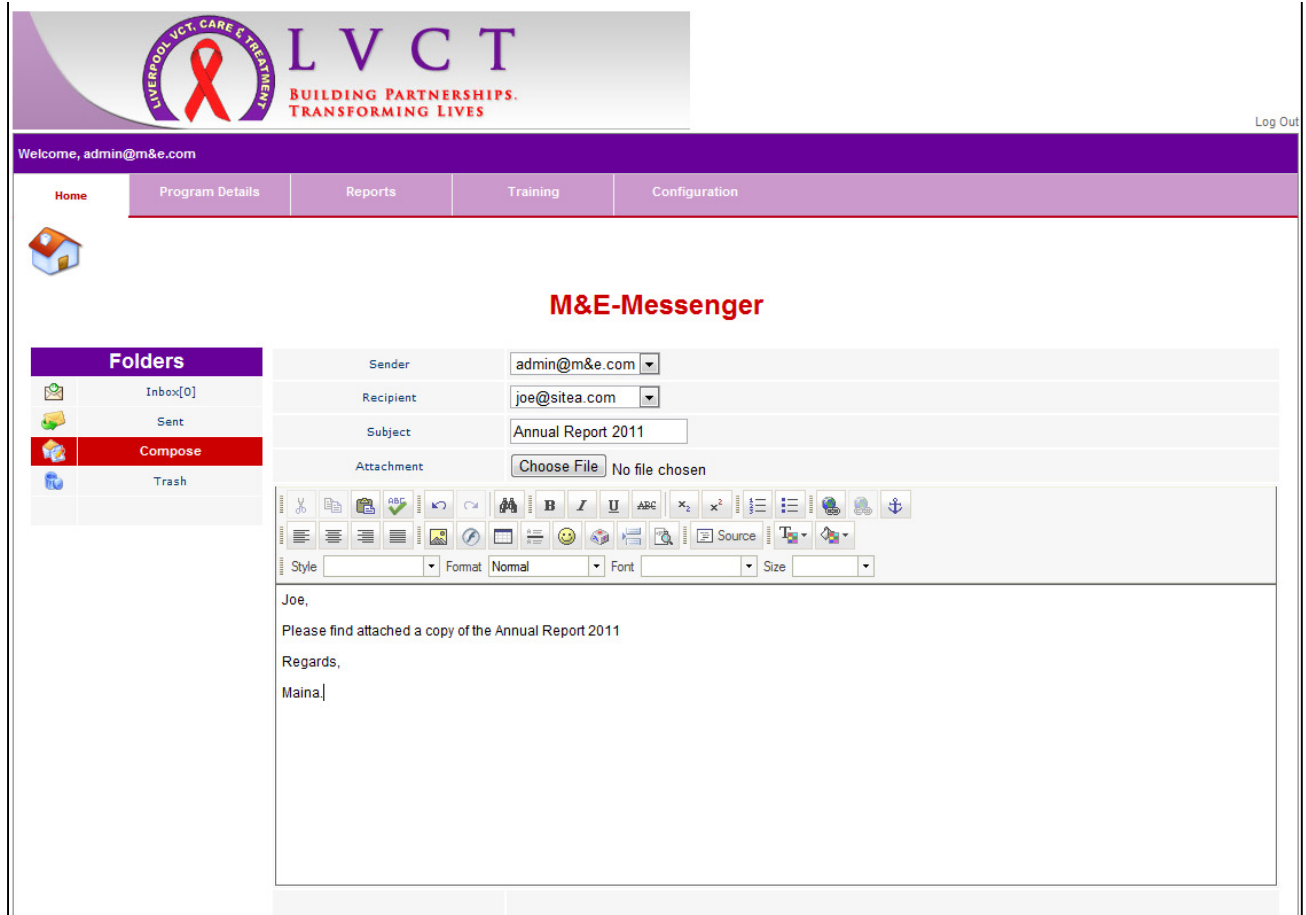
The screenshot displays the login interface for the Liverpool VCT Monitoring and Evaluation System. At the top, there is a header banner with the LVCT logo on the left, which includes a red ribbon and the text 'LIVERPOOL VCT. CARE & TREATMENT'. To the right of the logo, the text 'LVCT' is prominently displayed in large purple letters, with the tagline 'BUILDING PARTNERSHIPS. TRANSFORMING LIVES' in smaller red letters below it. Below the banner is a purple bar with the text 'Monitoring and Evaluation System' in white. The main content area is white and contains a 'Login' link at the top center. To the left of the login form is a blue world map. In the center is a graphic of a red padlock with a key. To the right of the padlock is a red text message: 'Welcome to L V C T Monitoring and Evaluation System (M&E System)'. Below this message are two input fields: 'Username' and 'Password'. A 'Log In' button is positioned below the password field. At the bottom right of the page, there is a small footer text: 'Developed & Hosted by United Business Solutions Ltd (info@ubsgroup.me) | © 2010 | All rights reserved'.

Login Screen



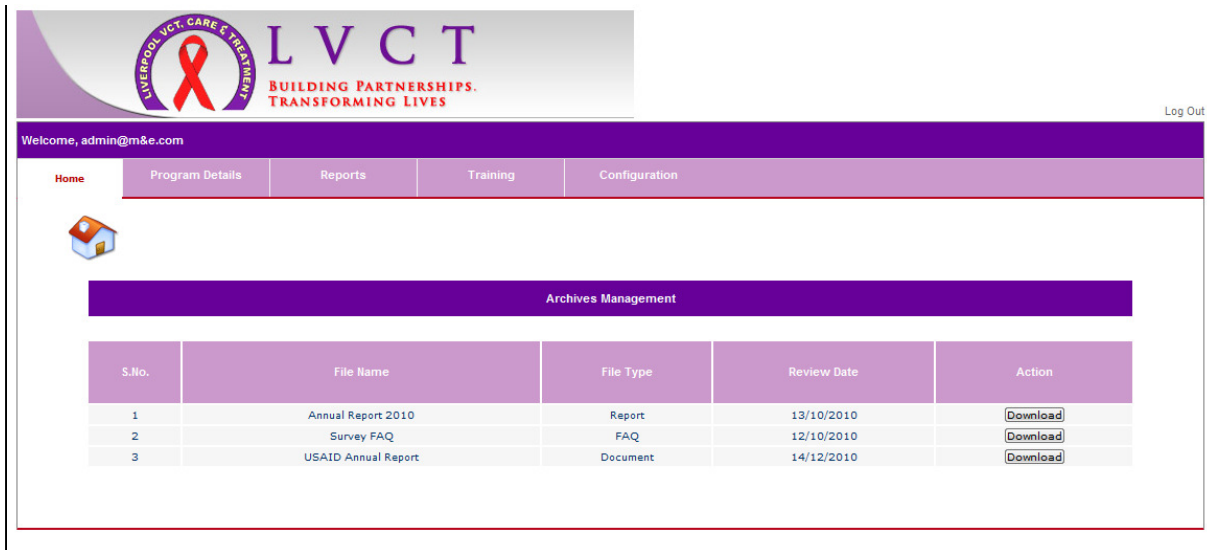
Dashboard: Landing Page

This Page gives you a brief executive summary of the key performance indicators that the program is pegged on.



The M & E Messenger

This is a secure internal messaging system that enables communication of relevant M&E matters. It's easy and simple to use just as any other email system but specialized to M&E functions.



Log Out

Welcome, admin@m&e.com

Home Program Details Reports Training Configuration

Archives Management

S.No.	File Name	File Type	Review Date	Action
1	Annual Report 2010	Report	13/10/2010	Download
2	Survey FAQ	FAQ	12/10/2010	Download
3	USAID Annual Report	Document	14/12/2010	Download

Archives Management

Documents are made available on this page with other requiring a password for confidential documents in order to initiate download

MODULE 2



Log Out

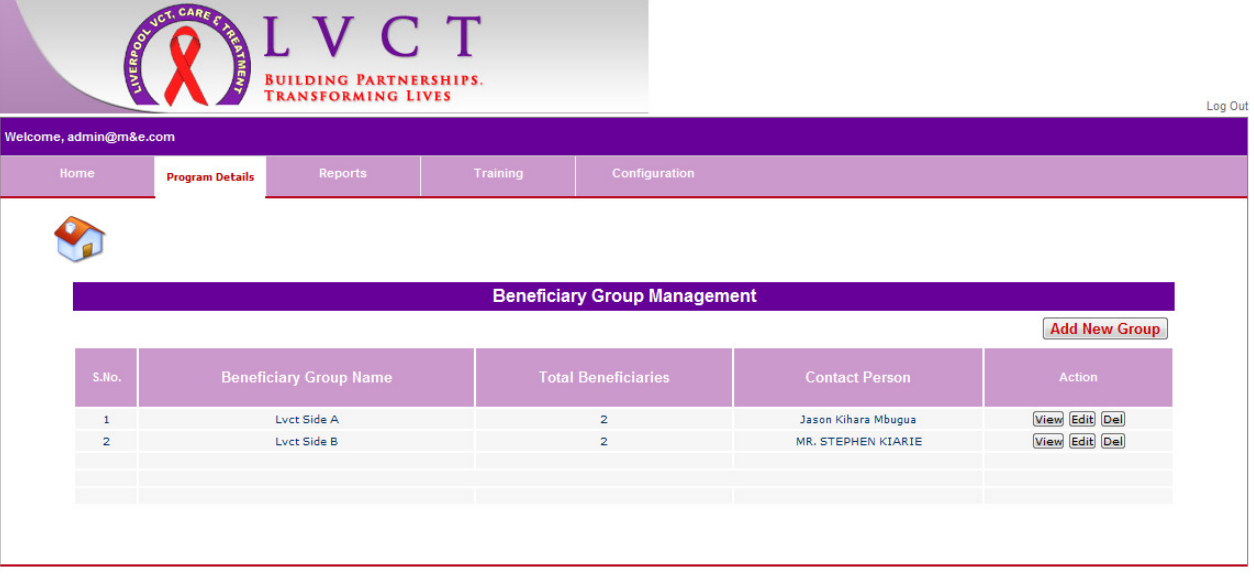
Welcome, admin@m&e.com

Home Program Details Reports Training Configuration

Program Details

Beneficiary Group Beneficiaries Service Provider

Program Details

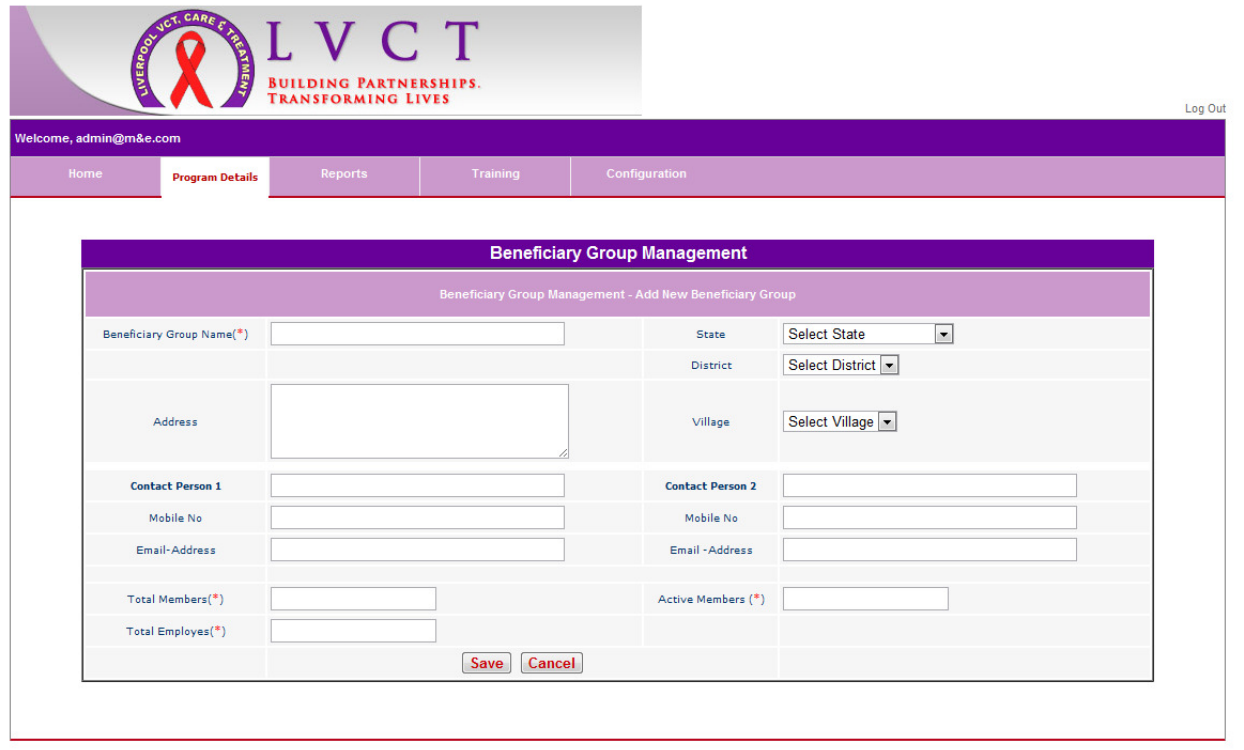


The screenshot shows the LVCT web application interface. At the top is the LVCT logo with the tagline "BUILDING PARTNERSHIPS. TRANSFORMING LIVES". Below the logo is a navigation bar with links: Home, Program Details (active), Reports, Training, and Configuration. A "Log Out" link is in the top right corner. The main content area is titled "Beneficiary Group Management" and includes an "Add New Group" button. Below this is a table listing existing beneficiary groups.

S.No.	Beneficiary Group Name	Total Beneficiaries	Contact Person	Action
1	Lvct Side A	2	Jason Kihara Mbugua	View Edit Del
2	Lvct Side B	2	MR. STEPHEN KIARIE	View Edit Del

Beneficiary Group Management

Here is where the beneficiaries are listed with the option of viewing the details, editing them as well as deleting them. Also new beneficiaries can be added from this page.



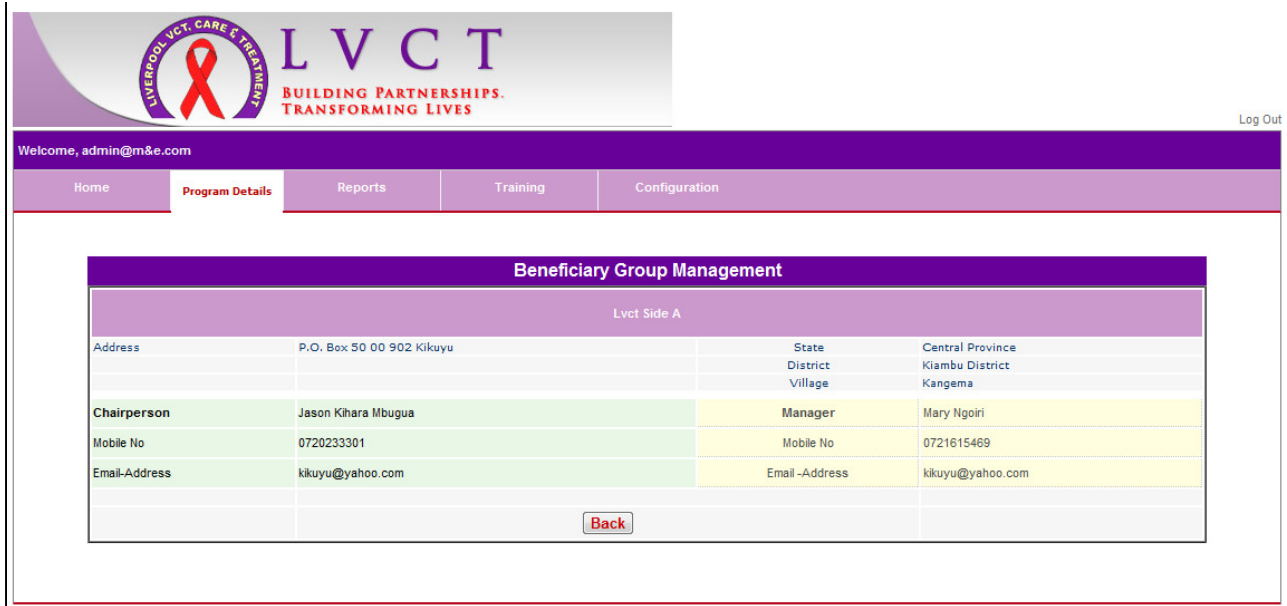
The screenshot shows the "Add New Beneficiary Group" form within the LVCT web application. The form is titled "Beneficiary Group Management - Add New Beneficiary Group" and contains the following fields:

- Beneficiary Group Name(*)
- State (dropdown menu)
- District (dropdown menu)
- Address
- Village (dropdown menu)
- Contact Person 1
- Contact Person 2
- Mobile No (for both contact persons)
- Email-Address (for both contact persons)
- Total Members(*)
- Active Members (*)
- Total Employees(*)

At the bottom of the form are "Save" and "Cancel" buttons.

Beneficiary Group Management – Add New Beneficiary

Basic information about the beneficiary group is captured and a new beneficiary is added on to the list



Log Out

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Home Program Details Reports Training Configuration

Beneficiary Group Management

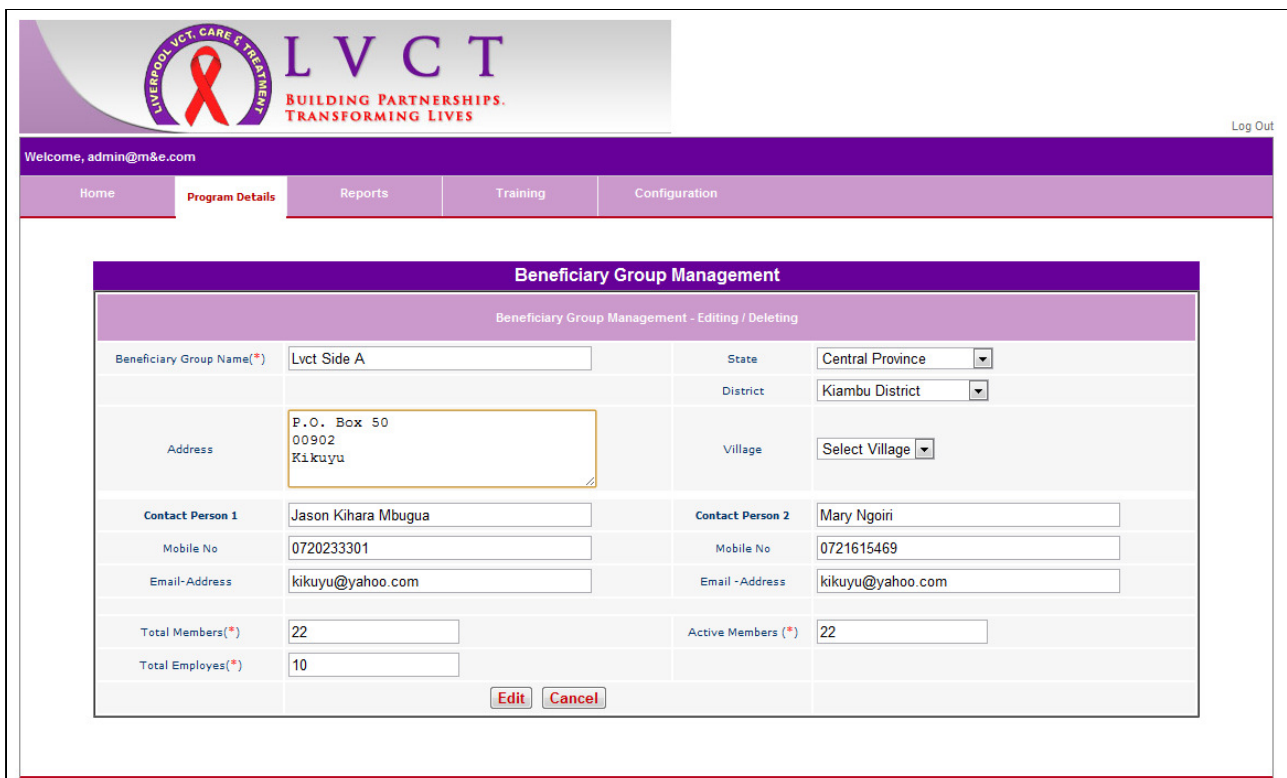
Lvct Side A

Address	P.O. Box 50 00 902 Kikuyu	State	Central Province
		District	Kiambu District
		Village	Kangema
Chairperson	Jason Kihara Mbugua	Manager	Mary Ngoiri
Mobile No	0720233301	Mobile No	0721615469
Email-Address	kikuyu@yahoo.com	Email -Address	kikuyu@yahoo.com

Back

Beneficiary Group Details - View

By clicking on the view option on the beneficiaries list, you get to view the beneficiaries' details.



Log Out

Welcome, admin@m&e.com

Home Program Details Reports Training Configuration

Beneficiary Group Management

Beneficiary Group Management - Editing / Deleting

Beneficiary Group Name(*)	Lvct Side A	State	Central Province
		District	Kiambu District
Address	P.O. Box 50 00902 Kikuyu	Village	Select Village
Contact Person 1	Jason Kihara Mbugua	Contact Person 2	Mary Ngoiri
Mobile No	0720233301	Mobile No	0721615469
Email-Address	kikuyu@yahoo.com	Email -Address	kikuyu@yahoo.com
Total Members(*)	22	Active Members (*)	22
Total Employes(*)	10		

Edit Cancel

Beneficiaries Group Management – Edit

By clicking on the edit button from the listed beneficiaries, you can edit the beneficiaries' details.

The screenshot shows the LVCT M&E System interface. At the top, there is a logo for LVCT (Liverpool VCT, CARE & TREATMENT) with the tagline "BUILDING PARTNERSHIPS. TRANSFORMING LIVES". Below the logo, a navigation bar contains links for Home, Program Details, Reports, Training, and Configuration. A "Log Out" link is visible in the top right corner. A welcome message "Welcome, admin@m&e.com" is displayed. A confirmation dialog box is open in the center, asking "Are you sure you want to delete Beneficiary Group record?" with "OK" and "Cancel" buttons. Below the dialog, there is a table with the following data:

S.No.	Beneficiary Group Name	Total Beneficiaries	Contact Person	Action
1	Lvct Side A	2	Jason Kihara Mbugua	View Edit Del
2	Lvct Side B	2	MR. STEPHEN KIARIE	View Edit Del

An "Add New Group" button is located to the right of the table.

Beneficiaries Group Management – Delete

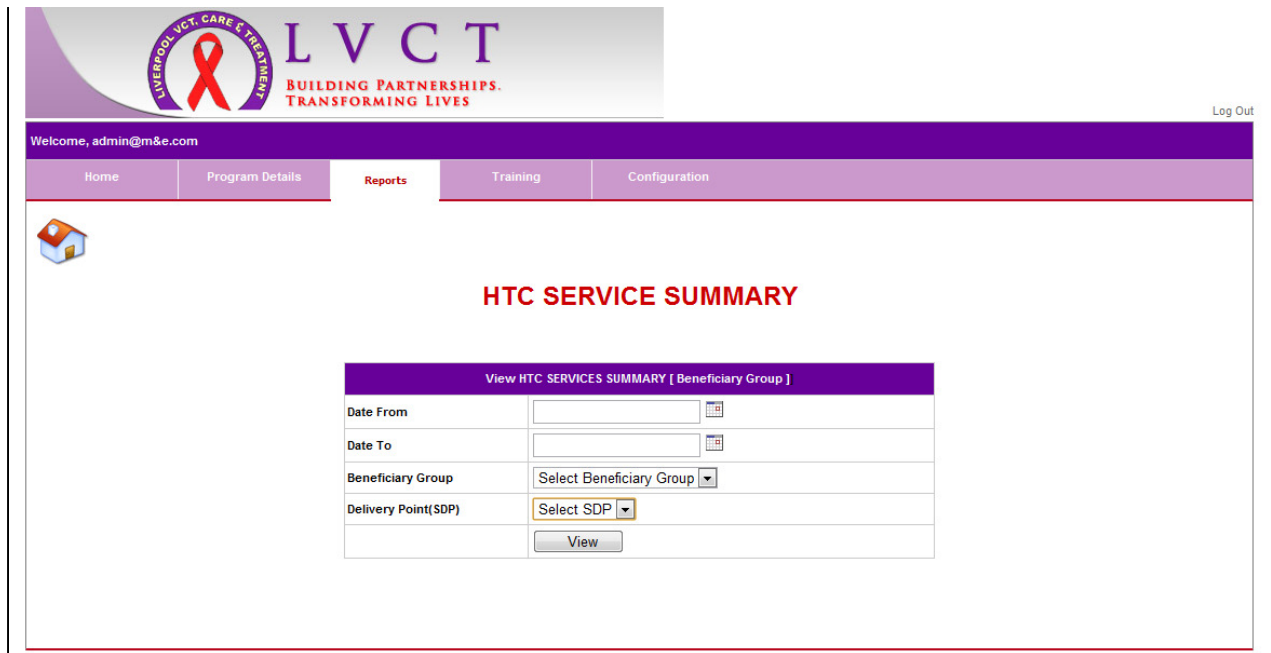
Deleting an entry is easy, just click on the delete button on a particular record and you will be prompted whether you would like to undertake the action or not.

MODULE 3

The screenshot shows the LVCT M&E System interface with the "Reports" tab selected in the navigation bar. The "Reports Details" section displays five icons representing different report types:

- HTC Beneficiary Group Wise Service Summary (Icon: Magnifying glass over a person)
- LAB Register HTC Service Summary (Icon: Gear with a checkmark)
- Trip Management (Icon: Airplane over a globe)
- Hiv Test (Icon: Yellow speech bubble with a plus sign)
- LAB Register (Icon: Person with a plus sign)

Report Details



The screenshot displays the Liverpool VCT M&E System interface. At the top, there is a header with the LVCT logo and the tagline "BUILDING PARTNERSHIPS. TRANSFORMING LIVES". Below the header, a navigation bar contains links for Home, Program Details, Reports (highlighted), Training, and Configuration. A "Log Out" link is visible in the top right corner. The main content area features a "HTC SERVICE SUMMARY" section with a form titled "View HTC SERVICES SUMMARY [Beneficiary Group]". The form includes fields for "Date From", "Date To", "Beneficiary Group" (a dropdown menu), and "Delivery Point(SDP)" (a dropdown menu). A "View" button is located at the bottom of the form.

HTC Service Summary

In order to view the HTC Service Summary, select the date from which you would like the summary to be generated from and up to which date, then select the beneficiary group from the menu as well as the delivery point. Click view to display the summary

LVCT BUILDING PARTNERSHIPS. TRANSFORMING LIVES

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Home Program Details **Reports** Training Configuration

HTC PAGE SUMMARY

View HTC PAGE SUMMARY [LAB Register]

Date From

Date To

Delivery Point(SDP)

To view the HTC page Summary [Lab Register] is by selecting the start date and end date from which you would like a summary, select the delivery point and then click on view.

LVCT BUILDING PARTNERSHIPS. TRANSFORMING LIVES

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Home Program Details **Reports** Training Configuration

HTC TRIP Management

Beneficiary Group

S.No.	Date	Purpose	Team Leader	Total Team Member	Organization	Photo	Action
1	14/04/2011	This memo presents my impressions of the meeting last week.	Stephn	20	Africa Hiv-Aids Organization		<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Del"/>

HTC Trip Management

HTC Trip Management displays a list of trips scheduled with the option of view edit and delete trip records


To add a new trip record, click on the “Add Trip” button at the top right corner of the HTC Trip Management page and page similar to the one below will load up.

Welcome, admin@m&e.com

Home Program Details **Reports** Training Configuration

HTC TRIP Management

HTC TRIP Management - Add New

Date(*)	<input type="text"/>	State	Select State ▼
Purpose (*)	<input type="text"/>	District	Select District ▼
Team Leader Name	<input type="text"/>	Village	Select Village ▼
Mobile No	<input type="text"/>	Email-Address	<input type="text"/>
Total Team Member	<input type="text"/>		
Summary	<input type="text"/>	Discussion	<input type="text"/>
Recommendation	<input type="text"/>	Organization	<input type="text"/>
Photo	<input type="button" value="Choose File"/> No file chosen (Only JPEG and GIF)	Beneficiary Group (*)	Select Beneficiary Group ▼
			
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

HTC Trip Management – Add New

Fill in the required fields and hit “Save” button to save the record

In order to view the trip details, click on the “View” button alongside the trip listing and a page with the details will be displayed as the one below.

HTC TRIP Management

HTC TRIP Management - Trip View Details

Date	14/04/2011	State	Central Province
Purpose	This memo presents my impressions of the meeting last week.	District	Kiambu District
Team Leader Name	Stephen	Village	Kiambu
Mobile No	0727703544	Email-Address	stephn@m&e.com
Total Team Member	20		
Summary	In general, I felt that the meeting went well and much progress was made. Barb and Jeff were able to make progress on the graphics and should have them finished next week.	Discussion	Kyle and Sandy are on Chapter 2 of the user manual.
Recommendation	Kyle will meet with Jeff to see how they want the graphics integrated into the text.	Organization	Africa Hiv-Aids Organization
		Beneficiary Group	3
Photo			

[Back](#)

HTC Trip Management – Trip View Details

Editing the same record would be achieved by clicking on the “Edit” button alongside the trip to be edited and an editing page would appear as the one below.

HTC TRIP Management

HTC TRIP Management - Editing / Deleting

Date(*)	14/04/2011	State	Central Province
Purpose(*)	This memo presents my impressions of the meeting last week.	District	Kiambu District
Team Leader Name	Stephen	Village	Kiambu
Mobile No	0727703544	Email-Address	stephn@m&e.com
Total Team Member	20		
Summary	In general, I felt that the meeting went well and much progress was made. Barb and Jeff were able to make progress on	Discussion	Kyle and Sandy are on Chapter 2 of the user manual.
Recommendation	Kyle will meet with Jeff to see how they want the graphics integrated into the text.	Organization	Africa Hiv-Aids Organization
Photo	Choose File No file chosen (Only JPEG and GIF)	Beneficiary Group (*)	Lvct Side A

[Edit](#) [Cancel](#)

HTC Trip Management – Editing

Log Out

Welcome, admin@m&e.com

Home Program Details **Reports** Training Configuration

HTC HIV TEST Management

Add

S.No.	NAME	KIT NAME	LOT NO	EXPIRY	Action
1	HIV Test 1	VScan	493	08/03/2011	Edit Del
2	HIV Test 3	MICROLISA HIV 1 / 2	213	13/08/2011	Edit Del
3	HIV Test 2	HIV CHEX	212	27/08/2011	Edit Del

HTC HIV Test Management

This displays a list of HIV Tests and basic details about the test. The records can be edited or deleted.

To add a new record, click on the “Add” button to display the add HIV Test form as displayed below.

Log Out

Welcome, admin@m&e.com

Home Program Details **Reports** Training Configuration

HTC HIV TEST Management

HTC HIV TEST Management - Add New

HIV Test Type (*) Kit Name (*)

Lot No. (*) Expiry (*)

[Save](#) [Cancel](#)

HTC HIV Test Management – Add New

By pressing the “Edit” button alongside the HTC HIV Test, a page will load up already populated with the data to be edited as below.

Log Out

Welcome, admin@m&e.com

Home Program Details **Reports** Training Configuration

HTC HIV TEST Management

HTC HIV TEST Management - Editing / Deleting

HIV Test Type (*) HIV Test 3 Kit Name (*) MICROLISA HIV 1 / 2

Lot No. (*) 213 Expiry (*) 13/08/2011

Edit Cancel

HTC HIV Test Management – Editing

Log Out

Welcome, admin@m&e.com

Home Program Details **Reports** Training Configuration

HTC LAB Register Management


Beneficiary Group All

Data Entry [Register] Edit Delete Create LAB Register

	S.No.	SDP	Facility Name [Beneficiary Group]	MFL Code	District Name	Province Name	County Name	Start Date	End Date
<input type="checkbox"/>	1	OPD Room	Lvct Side A	12304	Central Province	Kiambu District	Kiambu	01/04/2011	31/08/2011
<input type="checkbox"/>	2	RM1	Lvct Side B						
<input type="checkbox"/>	3	RM1	Lvct Side B					27/04/2011	

HTC LAB Register Management


The Lab Register Management displays a list of facilities and other brief details with the options of making data entries, edit, delete and create a new register. In order to you the listed options, one has to select the listed entries by checking off the listed entries.


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Log Out

Welcome, admin@m&e.com

[Home](#)
[Program Details](#)
[Reports](#)
[Training](#)
[Configuration](#)



LAB Register Data Entry Management [OPD Room]

LAB Register Data Entry

S.No.	Serial Number	Date	Client Name	Age	Sex	HIV Test 1 Result	HIV Test 2 Result	HIV Test 3 Result	Final Result	Action
1	100	09/03/2011	rakesh	30	M	N			N	View Edit Del
2	100	03/05/2011	JANE ATIENO	20	F	N	N	N	N	View Edit Del
3	101	24/04/2011	Mukesh	30	M	N	N	N	N	View Edit Del
4	302	18/03/2011	Mukesh	24	M		P		P	View Edit Del

LAB Register Data Entry Management

Lab register data entry management page displays a list of clients and HIV result status among other details with the option of viewing, editing and deleting the entries.

By clicking on the “View” button alongside the register entry, a page similar to the one below will be displayed.

HTC Register Management

HTC Management - View

Serial Number	100	Client Name	rakesh
Date	09/03/2011	Strategy	HP
Age	30	If yes, the result	P
Tested before?	No		
When last tested (month ago)	5	Marital Status	S
Sex	M		
	NA		NA
MARPs	T	Disability	B
			O
Consent	Y	Client tested as	
HIV Test 1			
Test Result	N		
HIV Test 2			
Test Result			
HIV Test 3			
Test Result			
Final Result	N	Final Result Given	Y
Couple Discordant	N	Quality Control DBS Collected?	N
DBS Result	N	TB Screening Result	N
Refer to	Alock	HTC Provider	Alock
Remarks	Yes .. He is suspected		

Back

HTC Register Management - View

Similarly, clicking on the “Edit” button will result to the page displayed below. This allows for alterations to be done on to the records.

HTC Register Management			
HTC Management - Editing / Deleting			
Serial Number (*)	100		
Date (*)	03/05/2011	Client Name (*)	JANE ATIENO
Age (*)	20	Strategy (*)	MO
Tested before? (*)	<input type="radio"/> Yes <input checked="" type="radio"/> No	If yes, the result	NA
When last tested (month ago)	N/A		
Sex (*)	<input type="radio"/> Male <input checked="" type="radio"/> Female	Marital Status (*)	S
MARPs (*)	<input type="checkbox"/> NA <input type="checkbox"/> F <input type="checkbox"/> T <input checked="" type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> P <input type="checkbox"/> I		
Disability (*)	<input checked="" type="checkbox"/> NA <input type="checkbox"/> D <input type="checkbox"/> B <input type="checkbox"/> M <input type="checkbox"/> P <input type="checkbox"/> O		
Consent (*)	Y		
Client tested as (*)	I		
HIV Test 1		HIV Test 2	
Test Result (*)	N	Test Result	N
HIV Test 3			
Test Result	N		
Final Result (*)	N	Final Result Given	Select Final Result Given
Couple Discordant	NA	Quality Control DBS Collected?	Yes.
DBS Result	Select DBS Result	TB Screening Result	N
Refer to	FAMILY PLANING		
HTC Provider	FAMILY PLANING		
Remarks			
<div> Edit Cancel </div>			

HTC Register Management – Edit

The screenshot shows the 'Edit' form for 'HTC LAB Register Management'. The header includes the LVCT logo and the text 'BUILDING PARTNERSHIPS. TRANSFORMING LIVES'. The navigation bar has links for Home, Program Details, Reports (active), Training, and Configuration. The form title is 'HTC LAB Register Management - Editing / Deleting'. It contains several input fields: 'Specific Service Delivery Point (SDP) (*)' with the value 'OPD Room', 'Beneficiary Group (*)' with a dropdown set to 'Lvct Side A', 'Master Facility List(MLF)Code' with the value '12304', 'County' with a dropdown set to 'Central Province', 'Start Date' with the value '01/04/2011', 'District' with a dropdown set to 'Kiambu District', 'End Date' with the value '31/08/2011', and 'Village' with a dropdown set to 'Kiambu'. At the bottom right are 'Edit' and 'Cancel' buttons.

HTC LAB Register Management – Edit

To edit a lab entry, select the entry by clicking on the check box in the extreme left of the HTC Lab Management list and click edit. The page similar to the one above will be displayed.

The screenshot shows the 'Add New' form for 'HTC LAB Register Management'. The header and navigation bar are identical to the previous screenshot. The form title is 'HTC LAB Register Management - Add New'. It contains several input fields: 'Specific Service Delivery Point (SDP) (*)' (empty), 'Beneficiary Group (*)' with a dropdown set to 'Select Beneficiary Group', 'Master Facility List(MLF)Code' (empty), 'County' with a dropdown set to 'Select State', 'Start Date' (empty), 'District' with a dropdown set to 'Select District', 'End Date' (empty), and 'Village' with a dropdown set to 'Select Village'. At the bottom right are 'Save' and 'Cancel' buttons.

HTC LAB Register Management – Add New Lab Register

To add a new Lab register entry, simply click on the “Create Lab Register” button on the HTC Lab Management list and this will load a page like the one displayed above.

MODULE 4

Welcome, admin@m&e.com Log Out

Home Program Details Reports **Training** Configuration

Training Session

[Send SMS](#)
[Send Email](#)
[Upload Participants](#)
[Edit](#)
[Delete](#)
[Add Training](#)

S.No.	Training Topic	Status	Date	Training Duration (Hours)	Start Time	End Time	Beneficiary Group	No. Attended	SMS Date Send	SMS Recipients	SMS Acknowledge	Email Date Send	Email Recipients	Email Acknowledge
1	Abijah Wairimu	✓	16/03/2011 (Close)	Hours: 08:15	10:00	18:15	Lvct Side A	3		0	0		0	0
2	Making Binding contracts	✓	24/03/2011 (Close)	Hours: 06:00	7:15	13:15	Lvct Side B	0		0	0		0	0

Training Session

This page displays the training schedule details that have taken place or about to and also shows the status of the training whether approved or not. The training information can be propagated by either way of sms or email.

From this page you have an option to view the list of participants, edit training schedule, delete training or even add.

In order to access these options you need to first select the training the choose one of the displayed options.

In the event that the upload participants option is selected a page with similar appearance as the one below will be displayed. It will display the list of names of participants and an option to upload new ones provided.



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Home Program Details Reports **Training** Configuration

Log Out

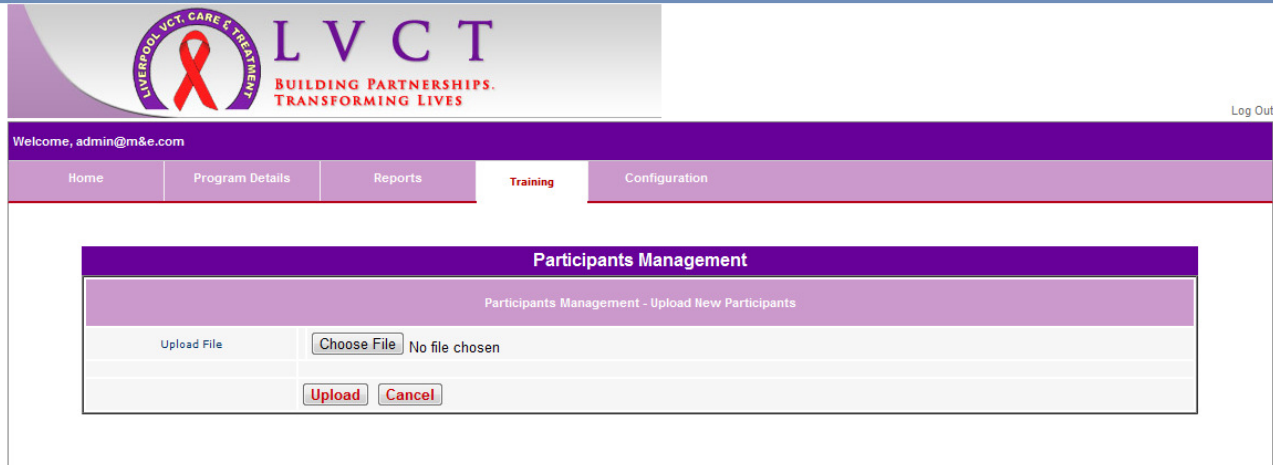
Participants Management

[Upload Participants](#)

S.No.	Name	Phone No	ID	Gender	AGE Group	Organization	Action
Sample Participants File Download Here							

Participants Management

If you choose to add new participants, you can upload them by clicking on the “Upload Participants” button. The page will be displayed to facilitate the data upload.



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Home Program Details Reports **Training** Configuration


Log Out

Participants Management

Participants Management - Upload New Participants

Upload File No file chosen

Participants Management – Upload New Participants


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Welcome, admin@m&e.com [Log Out](#)

[Home](#) | [Program Details](#) | [Reports](#) | **[Training](#)** | [Configuration](#)

Training Management

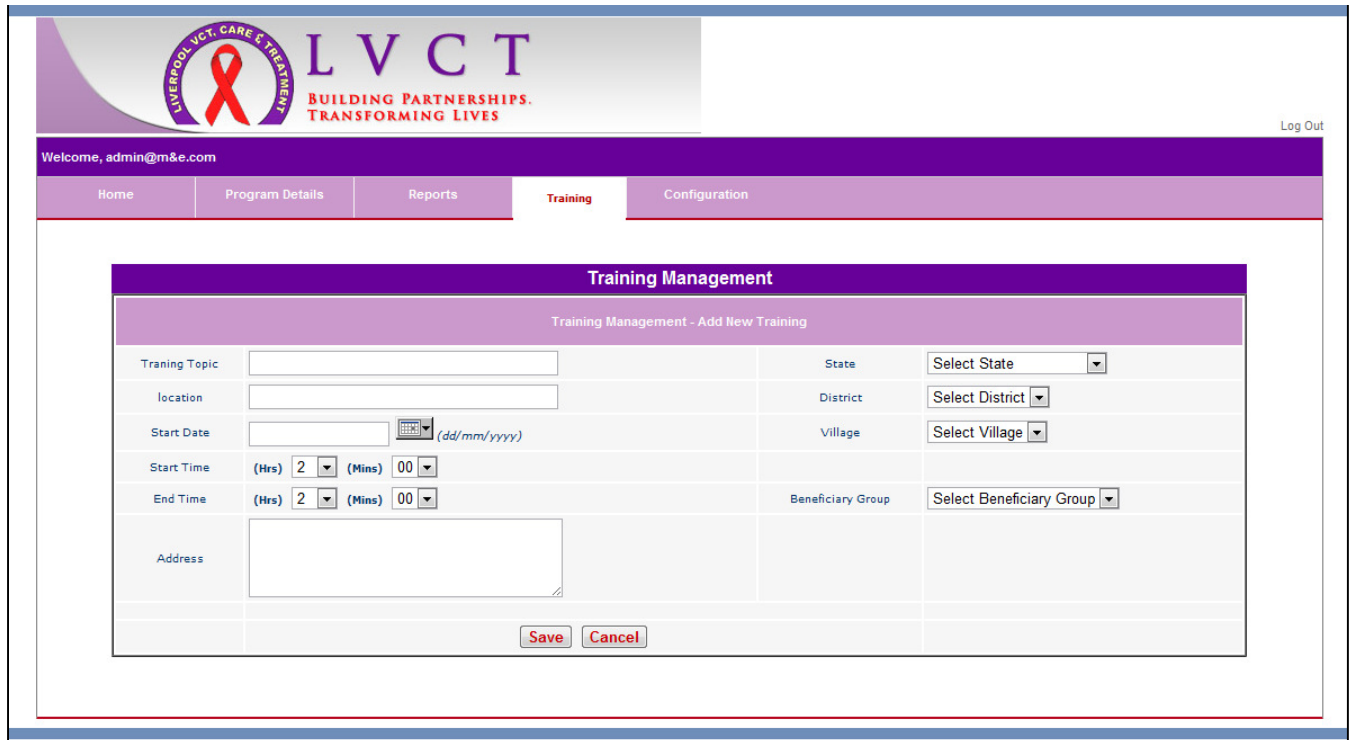
Training Management - Editing / Deleting

Traning Topic	Abijah Wairimu	State	Central Province
location	Kahuro	District	Kiambu District
Start Date	16/03/2011	Village	Kiambu
Start Time	(Hrs) 10 (Mins) 00		
End Time	(Hrs) 18 (Mins) 15	Beneficiary Group	Lvct Side A
Address			

[Edit](#) [Cancel](#)

Training Management – Editing

Editing trips is done by selecting the trip then clicking on the “Edit” button on the Trip Management page.



The screenshot shows the LVCT (Liverpool VCT Care & Treatment) system interface. The header includes the LVCT logo and the tagline "BUILDING PARTNERSHIPS. TRANSFORMING LIVES". The user is logged in as "admin@m&e.com". The navigation menu includes Home, Program Details, Reports, Training (selected), and Configuration. The main content area is titled "Training Management" and contains a form for "Add New Training".

Training Management - Add New Training

Training Topic	<input type="text"/>	State	Select State ▼
Location	<input type="text"/>	District	Select District ▼
Start Date	<input type="text"/> (dd/mm/yyyy)	Village	Select Village ▼
Start Time	(Hrs) 2 ▼ (Mins) 00 ▼	Beneficiary Group	Select Beneficiary Group ▼
End Time	(Hrs) 2 ▼ (Mins) 00 ▼		
Address	<input type="text"/>		
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

Training Management – Add New Training

Adding a new trip can be added by pressing on the “Add Trip” button on the top extreme right of the Trip Management Page. The add trip form is displayed above.

Module 5



The screenshot shows the LVCT system interface with the "Configuration" menu selected. The main content area is titled "Configuration Details" and displays several icons representing different configuration options:

- User Manager (Icon: User)
- Archives (Icon: Folders)
- State (Icon: Document)
- District (Icon: Document)
- Village (Icon: Document)
- change Password (Icon: Gear)

Configuration Details

This is where configuration settings are made and run throughout the system.

The screenshot displays the 'User Management' interface. At the top, there is a purple header bar with the text 'User Management' and an 'Add User' button. Below this is a section titled 'Create new Staff User' with a light purple background. This section contains several input fields: 'Name', 'User ID', 'Password', 'Mobile No', 'Module', and 'Beneficiary Group'. A dropdown menu for 'Program Details' is open, showing categories like 'Beneficiary Group', 'Beneficiaries', 'Service Provider', 'Report' (with sub-items: HTC Register, Page Summary, HTC Service Summary, Trip Report, HIV Test), and 'Training' (with sub-items: Send SMS, Send Email, Add Training, Upload Participants). Below the dropdown is a 'Select Beneficiary Group' dropdown and 'Save' and 'Reset' buttons. A red note states: '*For selecting multiple permission hold down the CTRL key'. Below the form, there is a 'With selected:' label and a 'Delete' button. At the bottom, there is a table of existing users.

	Id	Name	User ID	Password
<input type="checkbox"/>	1	Site A	joe@sitea.com	sitea
<input type="checkbox"/>	2	Site B	b@siteb.com	siteb


Configuration Details – User Management

A form to register new users is at the top and a list of existing users is at the bottom with an option to edit by clicking on the icon in the first column and delete a user by selecting one or multiple of them by checking the box in the first column and hit the delete button at the top of the users table below the form.

Once the edit icon has been clicked, a page similar to the one below will be displayed.

Welcome, admin@m&e.com

Home Program Details Reports Training **Configuration**



User Management [Add User](#)


Create new Staff User

Name	<input type="text" value="Site A"/>
User ID	<input type="text" value="joe@sitea.com"/>
Password	<input type="text" value="sitea"/>
Mobile No	<input type="text" value="254 722 605966"/>
Module	<div> Program Details Beneficiary Group Beneficiaries Service Provider Report HTC Register Page Summary HTC Service Summary Top Report HIV Test Training Send SMS Send Email Add Training Upload Participants </div>
Beneficiary Group	<input type="text" value="Lvct Side A"/>

[Save](#) [Reset](#)


*For selecting multiple permission hold down the CTRL key

Configuration Details – Edit User




 **LVCT**
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Welcome, admin@m&e.com [Log Out](#)

Home Program Details Reports Training **Configuration**



Archives Management [Add file](#)

S.No.	File Name	Status	File Type	Review Date	Password	Action
1	Annual Report 2010		Report	13/10/2010		Download Edit Del
2	Survey FAQ		FAQ	12/10/2010	test	Download Edit Del
3	USAID Annual Report		Document	14/12/2010	usaid	Download Edit Del

Configuration Details – Archives Management

Archives Management displays a list of documents uploaded by either the author or the system administrator. From this page the documents can be downloaded, edited or deleted.

To add a new file, click on the “Add New” button at the top right corner of the Archives Management page and a page similar to the one below will load up.

The screenshot shows the LVCT (Liverpool VCT Care & Treatment) web application interface. The header includes the LVCT logo and the tagline "BUILDING PARTNERSHIPS. TRANSFORMING LIVES". A navigation bar contains links for Home, Program Details, Reports, Training, and Configuration (which is currently selected). The main content area is titled "Archives Management - Add New File" and contains the following fields:

File Name:	<input type="text"/>
File Type:	<input type="text"/>
Review Date:	<input type="text"/> (dd/mm/yyyy)
Password:	<input type="password"/>
Attachment file:	<input type="button" value="Choose File"/> No file chosen
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Archives Management – Add New File

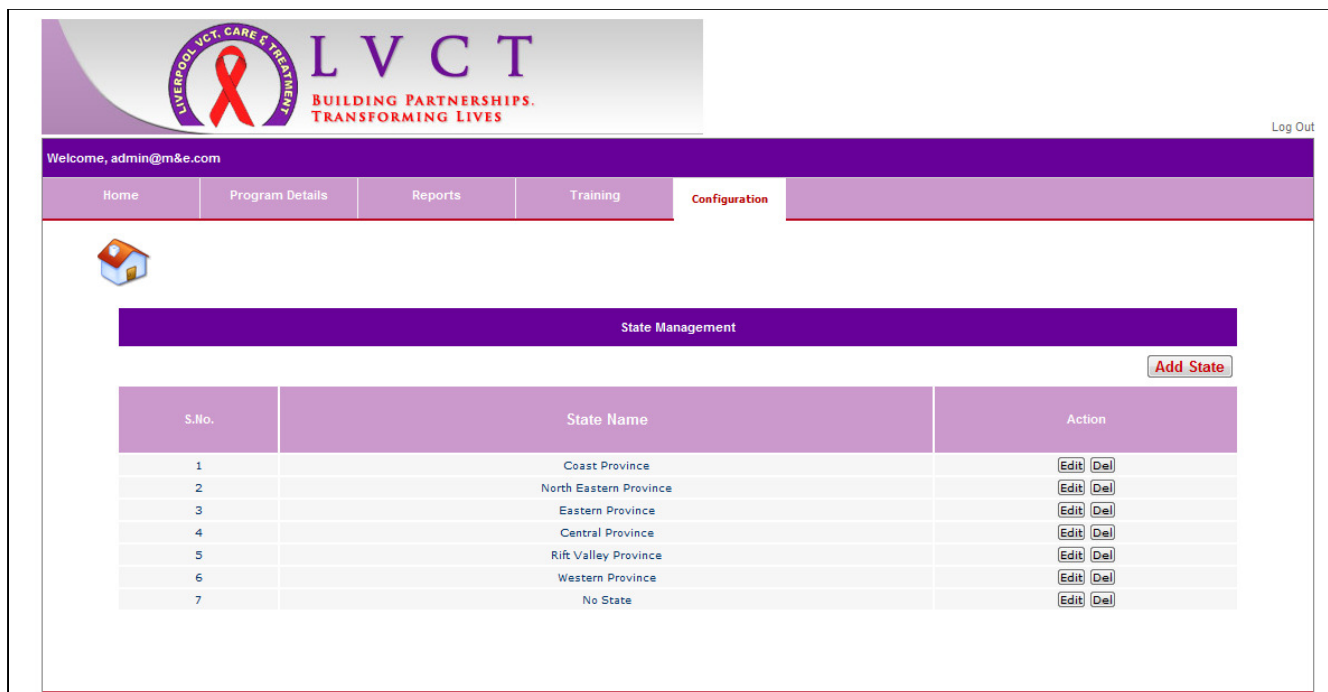
The fields provided are required and have to be filled in order to make the file available in the system. The password field is optional but having it will restrict access to the document only to the intended users that can be given the password to access the document.

The screenshot shows the LVCT web application interface for editing a file. The navigation bar is the same as in the previous screenshot. The main content area is titled "Archives Management - File Editing / Deleting" and contains the following fields:

File Name:	USAID Annual Report
File Type:	Document
Review Date:	14/12/2010 (dd/mm/yyyy)
Password:	usaid
Old Attachment:	<input type="text"/>
Attachment file:	<input type="button" value="Choose File"/> No file chosen
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Archives Management – File Edit

Editing the uploaded files is made simple by clicking on the edit button alongside the document that you intend to edit.



State Management

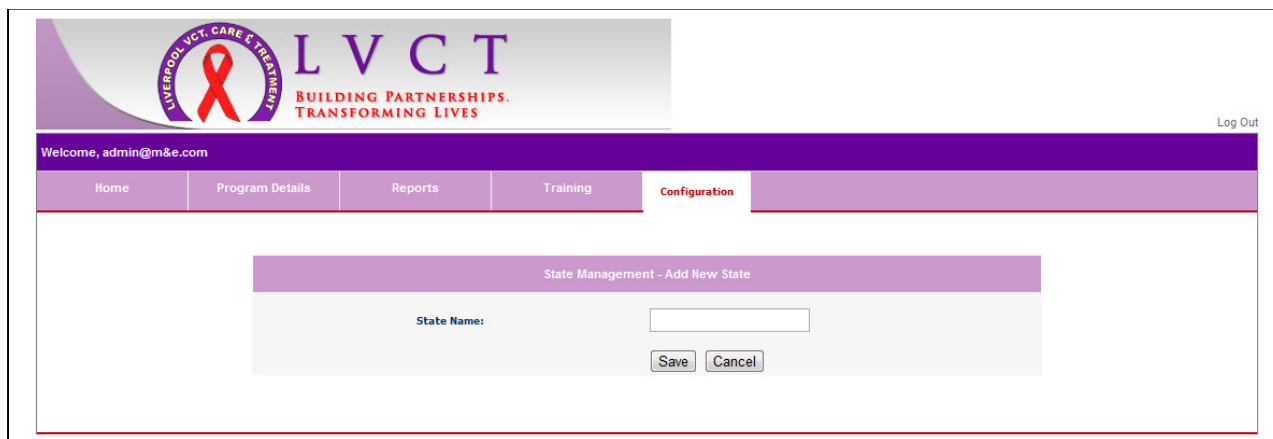
Add State

S.No.	State Name	Action
1	Coast Province	Edit Del
2	North Eastern Province	Edit Del
3	Eastern Province	Edit Del
4	Central Province	Edit Del
5	Rift Valley Province	Edit Del
6	Western Province	Edit Del
7	No State	Edit Del

State Management

This page displays a list of States registered in the system and has the options to edit and deletes state.

To add a new state, click on the “Add State” button at the top right corner of the State Management page and a page similar to the one below.



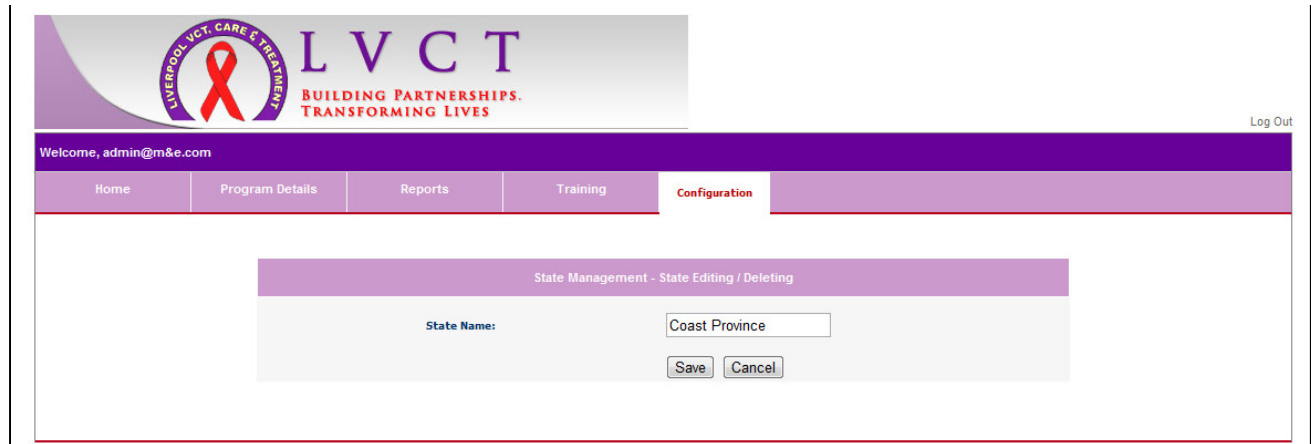
State Management - Add New State

State Name:

Save Cancel

State Management – Add New State

Fill in the State name field and press save to create a new state in the system.



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Welcome, admin@m&e.com

Home Program Details Reports Training Configuration Log Out

State Management - State Editing / Deleting

State Name:

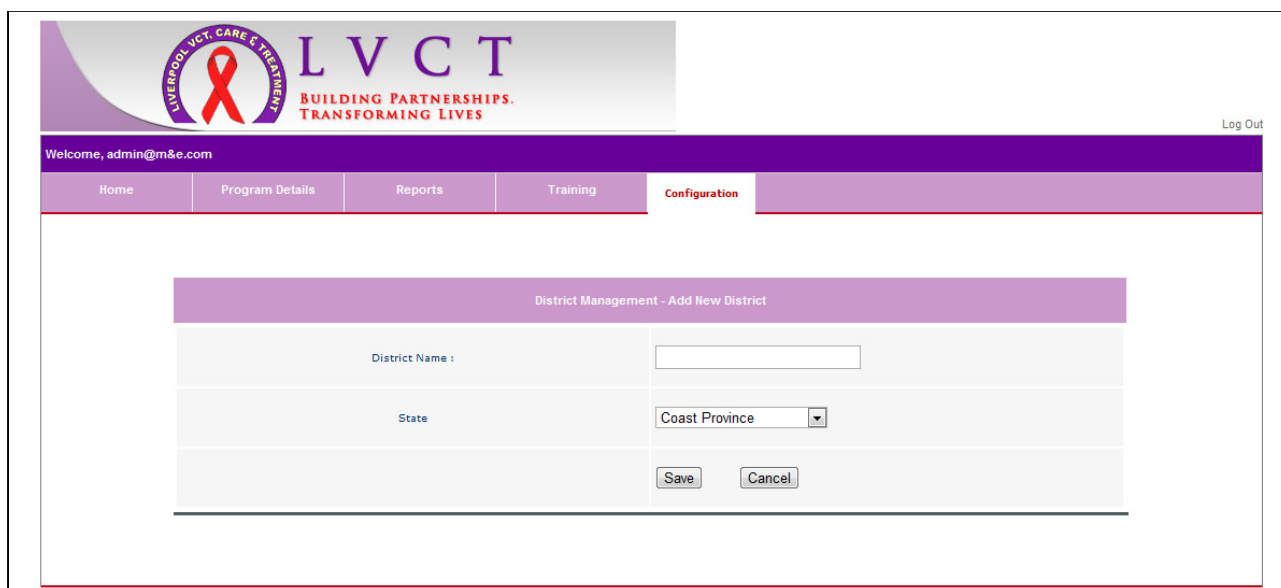
State Management – State Editing

Editing the state can be achieved by clicking on the “Edit” button alongside the state that you desire to edit

District Management			
State: <input type="text" value="All"/>		<input type="button" value="Add District"/>	
S.No.	State	District Name	Action
1	Coast Province	Kilifi	<input type="button" value="Edit"/> <input type="button" value="Del"/>
2	Coast Province	Kwale	<input type="button" value="Edit"/> <input type="button" value="Del"/>
3	Coast Province	Lamu	<input type="button" value="Edit"/> <input type="button" value="Del"/>
4	Coast Province	Mombasa	<input type="button" value="Edit"/> <input type="button" value="Del"/>
5	Coast Province	Taita-Taveta	<input type="button" value="Edit"/> <input type="button" value="Del"/>
6	Coast Province	Tana River	<input type="button" value="Edit"/> <input type="button" value="Del"/>
7	North Eastern Province	Garissa District	<input type="button" value="Edit"/> <input type="button" value="Del"/>
8	North Eastern Province	Mandera District	<input type="button" value="Edit"/> <input type="button" value="Del"/>
9	North Eastern Province	Wajir District	<input type="button" value="Edit"/> <input type="button" value="Del"/>
10	Eastern Province	Embu District	<input type="button" value="Edit"/> <input type="button" value="Del"/>
11	Eastern Province	Isiolo District	<input type="button" value="Edit"/> <input type="button" value="Del"/>
12	Eastern Province	Kitui District	<input type="button" value="Edit"/> <input type="button" value="Del"/>
13	Eastern Province	Machakos District	<input type="button" value="Edit"/> <input type="button" value="Del"/>
14	Eastern Province	Makueni District	<input type="button" value="Edit"/> <input type="button" value="Del"/>
15	Eastern Province	Marsabit District	<input type="button" value="Edit"/> <input type="button" value="Del"/>
16	Eastern Province	Meru District	<input type="button" value="Edit"/> <input type="button" value="Del"/>
17	Eastern Province	Tharaka-Nithi District	<input type="button" value="Edit"/> <input type="button" value="Del"/>
18	Central Province	Kiambu District	<input type="button" value="Edit"/> <input type="button" value="Del"/>
19	Central Province	Kirinyaga District	<input type="button" value="Edit"/> <input type="button" value="Del"/>
20	Central Province	Murang'a District	<input type="button" value="Edit"/> <input type="button" value="Del"/>
21	Central Province	Nyandarua Tbl_district	<input type="button" value="Edit"/> <input type="button" value="Del"/>
22	Central Province	Nyeri Tbl_district	<input type="button" value="Edit"/> <input type="button" value="Del"/>
23	Rift Valley Province	Baringo Tbl_district	<input type="button" value="Edit"/> <input type="button" value="Del"/>
24	Rift Valley Province	Bomet Tbl_district	<input type="button" value="Edit"/> <input type="button" value="Del"/>
25	Rift Valley Province	Elgeyo-Marakwet Tbl_district	<input type="button" value="Edit"/> <input type="button" value="Del"/>
26	Rift Valley Province	Kajiado Tbl_district	<input type="button" value="Edit"/> <input type="button" value="Del"/>
27	Rift Valley Province	Kericho Tbl_district	<input type="button" value="Edit"/> <input type="button" value="Del"/>

District Management

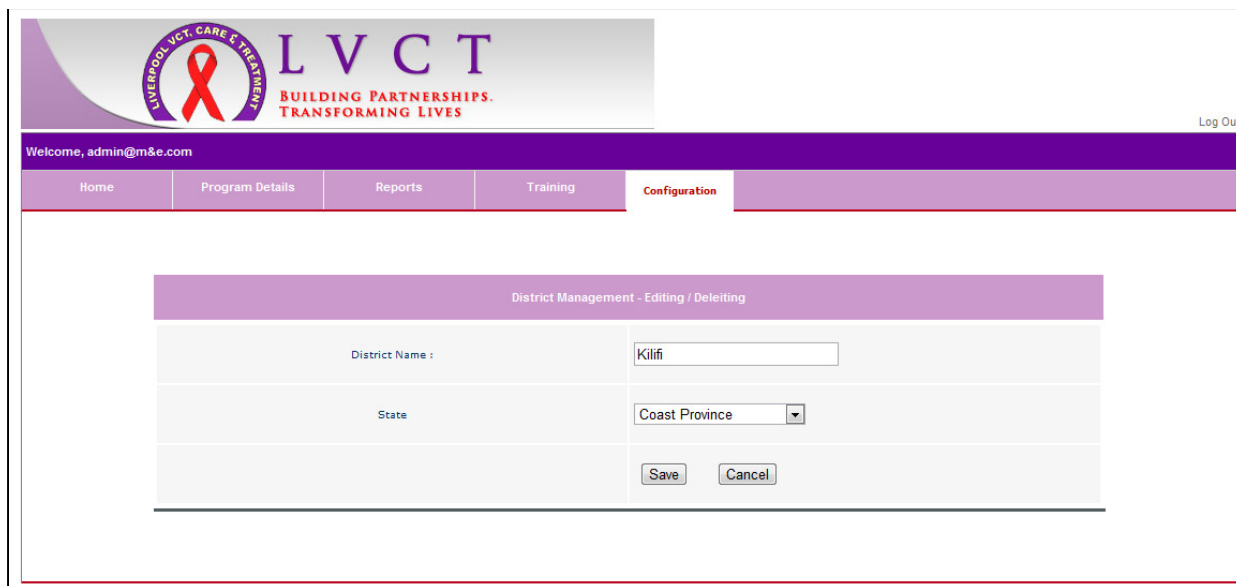
This displays a list of district already added on to the system and the edit and delete options are available. You can filter the district based on the state that they are located in.



The screenshot shows the LVCT web application interface. At the top, there is a header with the LVCT logo and the tagline "BUILDING PARTNERSHIPS. TRANSFORMING LIVES". Below the header, a navigation bar contains links for Home, Program Details, Reports, Training, and Configuration (which is currently selected). A "Log Out" link is visible in the top right corner. The main content area displays a form titled "District Management - Add New District". The form has two input fields: "District Name" and "State". The "State" field is a dropdown menu currently showing "Coast Province". At the bottom of the form are "Save" and "Cancel" buttons.

District Management – Add New District


Add a district by clicking on the “Add District” button located on the top right of the District Management page. Enter the desired district name in the district field and select the corresponding state that the district is located.



The screenshot shows the LVCT web application interface, similar to the previous one, but with the "Configuration" tab selected. The main content area displays a form titled "District Management - Editing / Deleting". The form has two input fields: "District Name" and "State". The "District Name" field contains the text "Kilifi". The "State" field is a dropdown menu currently showing "Coast Province". At the bottom of the form are "Save" and "Cancel" buttons.

District Management – Edit District

To edit an existing district, click on the “Edit” button alongside the district you desire to edit. From the “District Name” field enter the desired district name, and select the state within which the district is located.




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Welcome, admin@m&e.com

Log Out

[Home](#)
[Program Details](#)
[Reports](#)
[Training](#)
[Configuration](#)

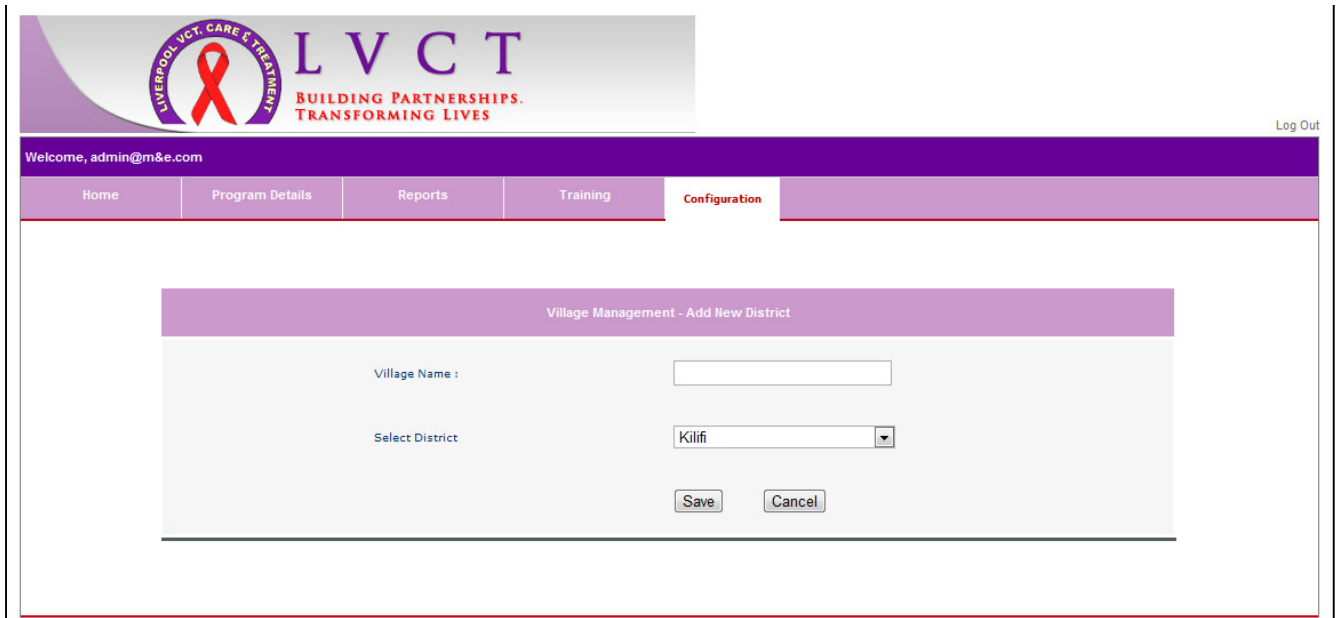


Village Management
 District [Add Village](#)

S.No.	District Name	Village Name	Action
1	Kiambu District	Kiambu	Edit Del
2	Kiambu District	Limuru	Edit Del
3	Kiambu District	Kikuyu	Edit Del
4	Kiambu District	Karuri	Edit Del
5	Kirinyaga District	Kerugoya/Kutus	Edit Del
6	Kirinyaga District	Kirinyaga	Edit Del
7	Kirinyaga District	Sagana	Edit Del
8	Murang'a District	Murang'a	Edit Del
9	Murang'a District	Kangema	Edit Del
10	Nyandarua Tbl_district	Ol Kalou	Edit Del
11	Nyandarua Tbl_district	Nyandarua	Edit Del
12	Nyeri Tbl_district	Nyeri	Edit Del
13	Nyeri Tbl_district	Karatina	Edit Del
14	Nyeri Tbl_district	Othaya	Edit Del
15	Thika	Thika	Edit Del
16	Thika	Ruiru	Edit Del
17	Maragua	Maragua	Edit Del
18	Maragua	Kandara	Edit Del
19	Maragua	Makuyu	Edit Del
20	Kilifi	Kilifi	Edit Del

Village Management

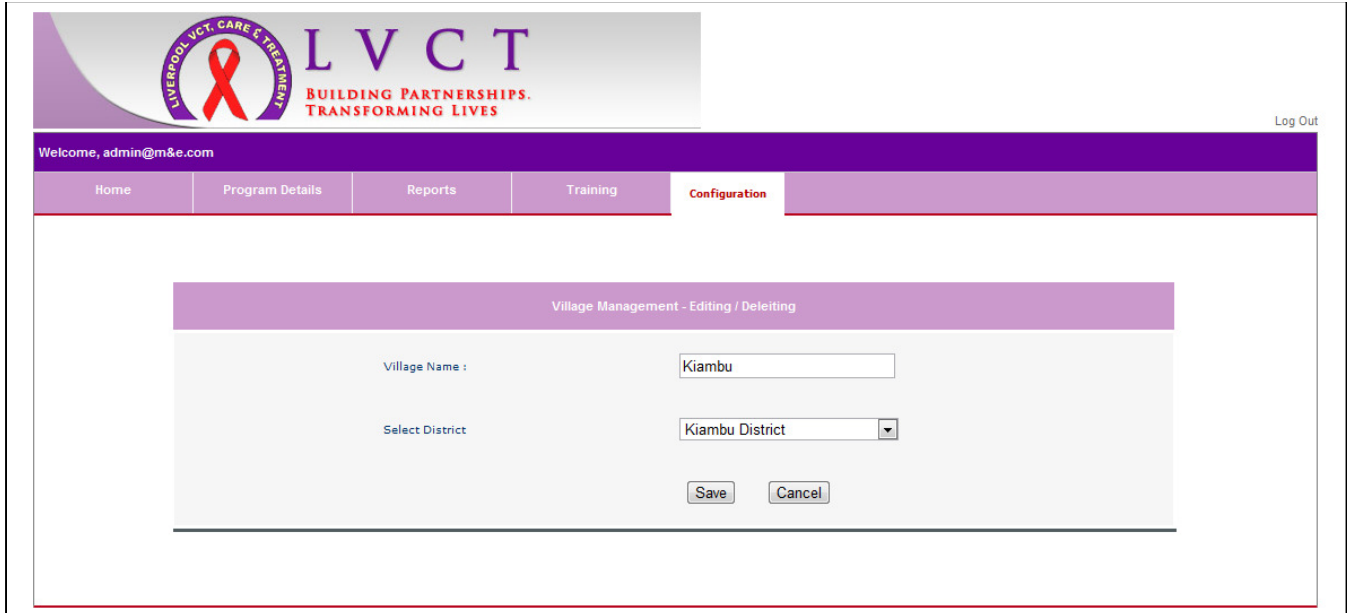
This displays a list of villages already added on to the system and the edit and delete options are available. You can filter the villages based on the districts that they are located in.



The screenshot shows the LVCT system interface. At the top, there is a logo for 'LIVERPOOL VCT. CARE & TREATMENT' and 'LVCT BUILDING PARTNERSHIPS. TRANSFORMING LIVES'. Below the logo, a navigation bar contains links: Home, Program Details, Reports, Training, and Configuration (which is highlighted). A 'Log Out' link is visible in the top right corner. The main content area displays a form titled 'Village Management - Add New District'. The form has two input fields: 'Village Name' and 'Select District'. The 'Select District' dropdown menu is currently set to 'Kilifi'. At the bottom of the form are 'Save' and 'Cancel' buttons.

Village Management – Add District

Adding a village is similar as adding a district; Click on the “Add Village” button at the top right corner of the “Village Management” Screen and this page loads up. Just type in the name of the village and link it with the corresponding district that it is located in by selecting from the drop down menu.



The screenshot shows the LVCT system interface. At the top, there is a logo for 'LIVERPOOL VCT. CARE & TREATMENT' and 'LVCT BUILDING PARTNERSHIPS. TRANSFORMING LIVES'. Below the logo, a navigation bar contains links: Home, Program Details, Reports, Training, and Configuration (which is highlighted). A 'Log Out' link is visible in the top right corner. The main content area displays a form titled 'Village Management - Editing / Deleting'. The form has two input fields: 'Village Name' and 'Select District'. The 'Village Name' field contains the text 'Kiambu'. The 'Select District' dropdown menu is currently set to 'Kiambu District'. At the bottom of the form are 'Save' and 'Cancel' buttons.

Village Management – Edit Village

You can edit the existing village when need be by simply clicking on the “Edit” button that the village that you want to edit is aligned to.



Previous Password

New Password

Confirm New Password

[Change Password](#)

Cancel

This lets you change your password as it validates your identity by accepting your current password and matching it with the one in the system.